CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1808   **TITLE:** DATA ANALYST III   **GRADE:** S-29

DEFINITION:
Under general supervision, ensures that data analyst resources are used efficiently in the development of consistent data standards and building of data models to ensure complete, correct, accessible, and shareable data for each new IT development project; supervises data analysts, gathers user requirements, develops logical business models, prepares for physical database design, maintains data repositories, facilitates data access for users and provides training and guidance in data administration practices and data administration tools; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
This is the advanced and supervisory level performing a variety of complex data analysis work. It is distinguished from the Data Analyst II, which resolves problems related to data standards, provides employee training in the use of data tools and evaluates administrative processes for data analysis purposes; by serving in a full supervisory capacity, ensuring the efficient use of data analyst resources.

ILLUSTRATIVE DUTIES:
Plans, organizes, coordinates, assigns, and evaluates the work of lower level Data Analysts;
Provides work counseling, guidance, and training as needed;
Ensures that data analyst resources are used efficiently in the development of consistent data standards and building of data models to ensure complete, correct, accessible, and shareable data for IT development project;
Develops logical data models;
Identifies data subject areas, data entities, attributes, relationships, information types, and domains;
Gathers and documents business data requirements;
Plans and facilitates user requirements sessions for data analysis, standardization, and ownership;
Develops structured diagrams such as data flow, entity life cycle, hierarchy, entity/relationships, and association matrix diagrams;
Identifies physical implementation requirements such as denormalization, data types, defaults, keys, and referential integrity;
Coordinates the development of logical data standards, definition standards, domain and type standards, and the resolution of related conflicts;
Provides key input to the development of corporate information architecture, policies, and methodologies;
Maintains data repositories and dictionaries;
Assists in the selection, implementation, and training of data access tools;
Provides training and guidance in data administration practices and data administration tools;
Evaluates and recommends acquisition of CASE tools;

Attends training workshops, product demonstrations, conferences, technical briefings, and conventions;
Stays abreast of technology changes;
Provides assistance to other staff as needed;
Serves on committees and task forces and undertakes special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, practices, and methods related to data administration;
Considerable knowledge of areas of data administration such as data administration policies and standards, data definition, modeling and logical design, database design, and quality control;
Considerable knowledge of relational databases (such as Oracle or DB2) and CASE tools;
Knowledge of effective supervisory methods, practices and techniques;
Ability to plan, organize, coordinate, assign, and evaluate the work of Data Analysts;
Ability to resolve problems related to cross-agency data sharing, usage conflicts, and data inconsistencies;
Ability to communicate effectively, both orally and in writing;
Ability to analyze and evaluate administrative processes and procedures for data analysis purposes;
Ability to conduct research into new information technology;
Ability to train employees in the use of data access tools;
Ability to prepare user manuals and systems documentation;
Ability to translate technical terminology into terms understandable to management and employees;
Ability to establish and maintain effective business relationships.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Bachelor's degree in computer science, or related field; PLUS
Five years' experience in the data administration area working with data modeling tools and relational databases, including supervisory/lead experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED: May 24, 1999